Vacancy Number: Reg 09-2006-0031
Vacancy Description: Information Technology Specialist (Sys Admin), GS-2210-12
 # Vac/Duty Loc 1: 1, San Francisco County, CA
 # Vac/Duty Loc 2:
 # Vac/Duty Loc 3:
Series/Grade: GS-2210-12/12
Hiring Agency: Environmental Protection Agency
Contact Information: Yvette Sandoval, 415-972-3823, sandoval.yvette@epa.gov
Promotion Potential: GS-12
Date Opened: 7/31/06 **Date Closed:** 8/11/06
Salary: 71237 - 92605

Information:
BEFORE APPLYING, PLEASE READ THE ENTIRE ANNOUNCEMENT
AND PAY PARTICULAR ATTENTION TO THE "HOW TO APPLY
FOR THIS VACANCY ANNOUNCEMENT" PARAGRAPHS WHICH
INCLUDE INSTRUCTIONS FOR SUBMITTING REQUIRED SUPPLEMENTAL
DOCUMENTS NECESSARY IN ORDER TO BE CONSIDERED.

This announcement CLOSES MIDNIGHT EASTERN TIME (EST) on the
closing date indicated. Remember to adjust your time to that time zone
when applying.

RELOCATION EXPENSES
Travel, transportation, and relocation expenses will not be paid by the Agency.
Any travel, transportation, and relocation expenses associated with reporting
for duty in this position will be the responsibility of the selected candidate.

WHO MAY APPLY
This merit promotion announcement is open to current permanent EPA,
Region 9 employees only.

LOCATION OF POSITION:
U.S. Environmental Protection Agency, Region 9, Management and Technical Services
Division, Information Technology Management, San Francisco, CA.

NUMBER OF POSITIONS: 1 (Full-Time)

SALARY RANGE:
GS-12: $71,237 - $92,605 per annum

PROMOTIONAL POTENTIAL
The full performance level for this position is GS-12.

DESCRIPTION OF WORK AT THE GS-12 LEVEL
The incumbent serves as an IT Specialist and is a principal advisor to

Division-level managers on all matters pertaining to the administrative and technical management of the Local Area Network (LAN) and desktop PCs. The incumbent will serve as an expert resource in analyzing and providing recommendations for the effective use of computer software, peripherals, and telecommunications technology. The incumbent will provide operational support to the users; assign passwords and access codes; maintain and upgrade current network file servers; configure, implement, support, and maintain future servers; administer network printing resources; manage space utilization on Division file servers; administer users and groups for the Division and servers in accordance with EPA LAN and Information Security policies; and lead the Division on information technology planning and coordination; manage, monitor, and oversee the operation of remote access and laptop user support for the entire region.

EMPLOYMENT CONDITIONS: The position may be subject to one or more of the following:

Union: COVERED
Medical Monitoring: NO
Drug Testing: NO
Financial Disclosure: NO
Supervisory Probationary Period: NO
One Year Probationary Period: NO, unless on a current probationary period.
Position Sensitivity Level: Nonsensitive

QUALIFICATION REQUIREMENTS
Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards (www.opm.gov/qualifications/index.htm) by the close of the announcement. Federal employee applicants must also meet all applicable eligibility requirements (e.g. time-in-grade and time-after competitive appointment requirements) within 30 calendar days of the closing date of this announcement. Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period, you will be credited with 6 months of experience).

For the GS-12 level:
There is no allowable substitution of education for the GS-12 level. One year of full-time specialized experience equivalent to the GS-11 grade level that demonstrates accomplishment of computer project assignments that required extensive experience and a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled, e.g., extensive knowledge and understanding of Novell networks, LAN management, Windows 2000/2003 servers and desktops, virus protection software and related technology, ZEN applications, this work might include analysis of major aspects of system design or interrelationships, alternative approaches in the process of advising management of most appropriate configuration for a project, etc.

EVALUATION CRITERIA
Applicants who meet the qualification requirements will be further evaluated
on their responses to the on-line announcement questions. Applicants will be
rated on the extend and quality of experience, education, and training
relevant to the duties of the position. Eligible applicants will receive a
numerical rating based on their responses to the application questions
for this position submitted online via https://jobs.quickhire.com/scripts/epa.exe.
These responses must be substantiated by your online resume. Applicants
who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the
application assessment questions. This tentative rating is subject to change
once your application package (including your response to the applicant
assessment questions) is reviewed by a Human Resources Specialist.
WARNING! Your answers will be verified against information provided in your
on-line resume. Be sure that your resume clearly supports your responses to
all the questions by addressing experience and education relevant to this
position. If you exaggerate or falsify your experience and/or education, you
may be removed from employment consideration. You should make a fair
and accurate assessment of your qualifications.

HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT:

Resume and application questions for this vacancy MUST be received
on-line via the www.epa.gov/ezhire web site BEFORE midnight Eastern
Standard Time (EST) on the closing date of this announcement. If you
fail to submit a COMPLETE online resume, you WILL NOT be
considered for this position. U.S. Office of Personnel Management
(OPM) pamphlet (OF-510) Applying for a Federal Job explains what
information your resume must contain in order for your resume to be
considered complete. You may view OF-510 Applying for a Federal
Job from the OPM web site at www.opm.gov/forms/html/of.asp.
Paper applications WILL NOT be accepted and requests for extensions
WILL NOT be granted.   If applying online poses a hardship to any
applicant, the servicing Human Resources Office listed on the
announcement will provide assistance to ensure that applications
are submitted online by the closing date. Applicants MUST
CONTACT the servicing Human Resources Office PRIOR
TO THE CLOSING DATE to speak to someone who can provide
assistance for online submission. If you have accessed this
announcement from an alternate web site please visit
www.epa.gov/ezhire to apply for this position.

Please do not submit any additional documentation that has not been
requested in this announcement. For example, do not submit copies of resume,
performance appraisals, awards, training certificates, writing samples, or
any other non-requested materials.

WHERE TO OBTAIN MORE INFORMATION
You may search www.usajobs.opm.gov or you may call our office at
(415) 972-3817.

REASONABLE ACCOMMODATION
EPA provides reasonable accommodations to applicants with disabilities. If
you need a reasonable accommodation for any part of the application
and hiring process, please notify the Agency. The decision on granting
reasonable accommodation will be made on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY
EPA is an equal opportunity employer. Selection for this position will be
based solely on merit without regard to race, color, religion, age, gender,
national origin, political affiliation, disability, sexual orientation,
marital or family status or other differences.

APPLICANTS MUST BE U. S. CITIZENS OR RESIDENTS OF AMERICAN SAMOA OR SWAINS ISLAND.